

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

Evaluate the agency's request for space

Develop the request for proposal or market search for space

Evaluate qualifying proposals ability to meet the program needs

Assist in developing a space plan

**Planned User Growth** 

**Planned Workspace Growth** 

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)		
Project Title: Pasco Relocation	Date Submitted:	
Existing Facilities Total Square Feet: 3,480		
Facility Area Summary		Planned
Square Feet for Workspaces		2,724
Square Feet for Meeting & Focus Space		1,140
Square Feet for Office Support		420
Square Feet for Storage & Files		300
Square Feet for Program Special		1,376
Occupant Area		5,960
Base Building Circulation (40% of Total Occupant Area)		2,384
Usable (Total Occupant Area + Base Building Circulation)		8,344
Building Service and Amenity Areas (10% of Usable Square Feet)		834
Total Rentable Square Feet		9,178
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)		0
Total Project Square Feet		9,178
User and Workspace Summary	Existing	Planned
User and Workspace Summary Resident	Existing 14	Planned 39
Resident	14	39
Resident Internally Mobile	14	39
Resident Internally Mobile Externally Mobile	14 0 0	39 0 4
Resident Internally Mobile Externally Mobile Remote	14 0 0 0	39 0 4 0
Resident Internally Mobile Externally Mobile Remote Vacant	14 0 0 0 0	39 0 4 0
Resident Internally Mobile Externally Mobile Remote Vacant Total Users	14 0 0 0 0 0 14	39 0 4 0 0 4
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices	14 0 0 0 0 0 14 16	39 0 4 0 0 <b>43</b> 3
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices Total Workstations	14 0 0 0 0 0 <b>14</b> 16 2	39 0 4 0 0 <b>43</b> 3 35
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches	14 0 0 0 0 0 <b>14</b> 16 2 0	39 0 4 0 0 <b>43</b> 3 35 4
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces	14 0 0 0 0 0 14 16 2 0 0	39 0 4 0 0 <b>43</b> 3 35 4
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces	14 0 0 0 0 14 16 2 0 0	39 0 4 0 0 <b>43</b> 3 35 4 0
Resident Internally Mobile Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces Rentable Square Feet Per Users	14 0 0 0 0 14 16 2 0 0 18 249	39 0 4 0 43 3 35 4 0 42 213

1 **Project Summary** 

133.3%

PROJECT TITLE: Pasco Relocation					Date: 01/01/1904					
Instructions: Identify the position / use	r type, the current and	planned work pattern	type, worksp	ace type and	the space allocated for e	ach workspace. Ir	nclude the nu	umber of use	ers and the w	orkspace count for each space type.
Definitions are below the table.										
USERS AND WORKSPACES										
	USER INFORMAT	TION			V	VORKSPACE INF				
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK- SPACES	PLANNED WORK- SPACES	SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
COMMUNITY CORRECTIONS SUPER	Resident	Resident	1	2	Office	120	16		240	
COMMUNITY CORRECTIONS OFFIC	Resident	Resident	10	24	Workstation	64	0	24		
SECRETARY SENIOR	Resident	Resident	1	1	Workstation	64	2	1	64	
OFFICE ASSISTANT	Resident	Resident	2	2	Workstation	64	0	2	128	
Corrections Specialist/Non CCO	Resident	Resident	0	4	Workstation	64	0		256	
Mobile User	Externally Mobile	Externally Mobile	0	4	Mobile Bench	36	0		144	
Hearings Officer	Resident	Resident	0	2	Office - Shared	100	0	1	100	
GRE	Vacant	Resident	0	4	Workstation - Shared	64	0	4	256	
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TOTAL			14	43			18	42	2,724	

## WORKSPACE TYPE Office Workstation Mobile Bench Touchdown Space DEFINITION An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls. An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user. An workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user. An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time. 100-150 42-64 24-36

Definitions
User: Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

SQUARE FEET RANGE DEFINITION

Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

Users & Workspaces (1) Page 2

PROJECT TITLE: Pasco Relocatio	n				Date: 01/01/1904					
	ser type, the current and	d planned work pattern	type, worksp	ace type an	d the space allocated for e	each workspace. I	nclude the n	umber of use	rs and the w	orkspace count for each space type.
Definitions are below the table.										
ADDITIONAL USERS AND WORKS	PACES									
	USER INFORMAT	TION			٧	WORKSPACE IN				
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK- SPACES	PLANNED WORK- SPACES	SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
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TOTAL	•	•	-	-		•	-	-	-	

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Users & Workspaces (2) Page 3

PROJECT TITLE: Pasco Reloc	ation					Date: 01/01/	1904	
nstructions: To determine the stategory.	size of these space	es multiply the	e number of u	sers by the so	uare feet in th	e chart below	. See the guid	le below the table for types of space to consider in this
MEETING & FOCUS AREAS								
			SPA	CE CALCULA	TION			
TYPE OF SPACE	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	NOTES
Fraining Rooms	25	30	750		1	25	750	
Conference Room	10	15	150		1	10	150	
Collaboration Space	6	20	120		1	6	120	
Collaboration Space	6	20	120	-	1	6	120	
			-			-	-	
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TOTAL USERS TOTAL MEETING AND FOCUS						47	1,140	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

Page 4 Meeting & Focus Space

<b>Instructions:</b> Identify the types of category.	other office support areas	that are necessary	for this facility. See	the guide below the	table for types of space and their definitions to consider in this
OFFICE SUPPORT					
		SPACE CAL	CULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Break room	340	1	1	340	
Telecom/Lan Room	80	1	1	80	
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TOTAL SQUARE FEET FOR OTH	JED OFFICE SUBBORT	ADEAC		420	
TOTAL SQUARE FEET FUR UT	TER OFFICE SUPPORT	KEAD		420	

Date: 01/01/1904

PROJECT TITLE: Pasco Relocation

SPACE TYPE

DEFINITION

Wellness

A semi-enclosed or enclosed space provided for staff.

Lactation Space

An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.

Break/Social Hub

A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.

Shower

Staff Lockers

Print/Scan

Telecom/LAN

Page 5 Office Support

TORAGE & FILES AREAS					
		SPACE CAL	CULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
ile Room	100	1	1	100	
anitors Closet	50	1	1	50	
torage	50	1	1	50	
upply-workroom	100	1	1	100	
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Date: 01/01/1904

SPACE TYPE
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

PROJECT TITLE: Pasco Relocation

Page 6 Storage & Files

PROJECT TITLE: Pasco Relocation	1			Date: 01/01/1904			
Instructions: Identify the types of sp	ecial areas that are ne	cessary for this facil	ity. See the guide I	below the table for ty	pes of space to consider in this category.		
PROGRAM SPECIFIC AREAS							
		SPACE CAL	CULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES		
Evidence Room	50	1	1	50			
Armory	50	1	1	50			
Urine Analysis Restroom	100	1	1	100			
Lobby	120	1	1	120			
Client Restroom	64	1	2	128			
Polygraph/interview room	100	0	1	100			
Staff Restroom	64	0	2	128			
Supervised Individual Interview RM	100	0	7	700			
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TOTAL SQUARE FEET FOR PROGE	RAM SPECIFIC AREA	S		1,376			

Page 7 Program Specific

SPACE TYPE

Hearing & Interview
Health Care Delivery
Service Delivery Lobby
Client Restrooms

Laboratory
Secure Storage
Entrance Lobby
Emergency Operations Center

ROJECT TITLE: Pasco Reloca	tion					Date: 01/01/1904
structions: Identify the types of	of space outside of the	circulation areas th	nat are necessary	y for this facility.	See the guide belo	w the table for types of space to consider in this category.
REHOUSE AND SPECIAL EC	QUIPMENT					
			SPACE CAI	LCULATION		
TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
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TAL SQUARE FEET FOR WA	DEHOUSES AND SDI	CIAL EQUIDMEN	IT		-	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

Page 8 Warehouse & Special Equipment

LOCATION AND SITE REQUIREMENTS
Instructions: The information in this section will define the geographic location and site requirements for the proposed
new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries:
General vicinity of the cities of Pasco
Location restrictions, if any:
Proposed sites must be zoned appropriately for intended use (i.e. government office/sevice delivery). Proximity to
sensitive areas such as scools, daycares, parks, etc. to be evaluated on a site by site basis.
Define the service area using zip codes, cities, counties, or regions:
Pasco
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:
Perference of site near county jail, but this is not a requirement.
Define any public transportation requirements:
Within easy walking distance of public transpotation routes.
Define any access requirements to major routes of travel:
Area served by public transportation.
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles,
vanpools, charging stations for electric vehicles):
Per statute and code requirements.
Describe any special site requirements (access, large turning radius, etc.):
Rear building exit with vehicle access for arrests and transports. Secured Parking for state vehicles.
Describe any special pedestrian access requirements:
N/A
Will this facility house public employees that may also serve the general public?
Describe any unique parking requirements:
Per statute and code requirements, Secured Parking for state vehicles.
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the
jurisdictional code, information can be found on the DES webite. Parking needs above code will be defined using the
established DES policies and resulting number of stalls should be included in the request for proposals or market
ISEARCH

Page 10 Location & Site